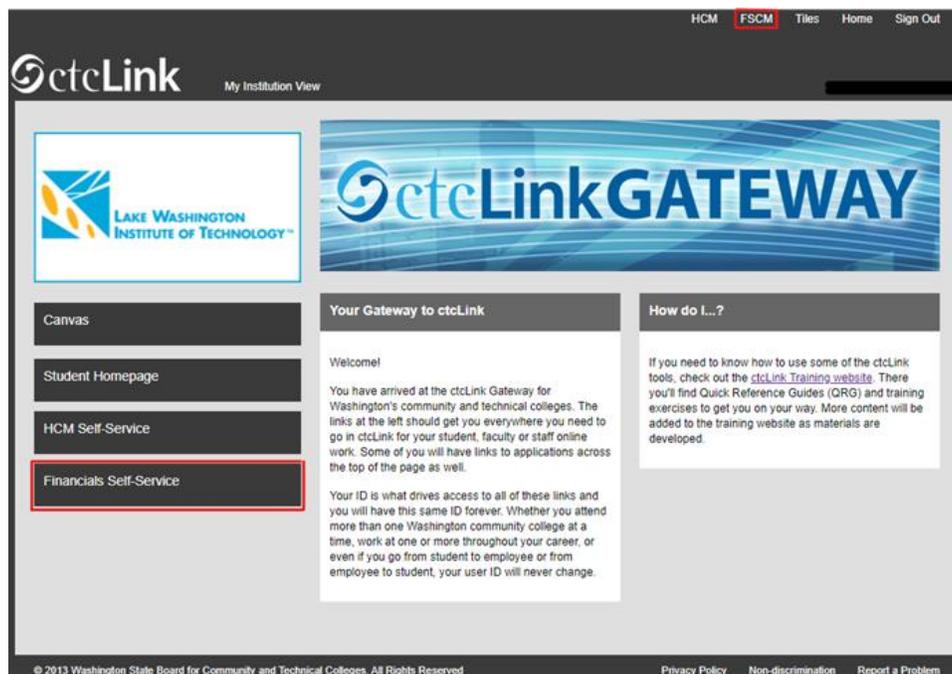




Quick Invoice Entry

Intended Audience: Campus Community

To access Purchasing documentation, you will need to be in LionLink's Finance Pillar. Select the "FSCM" hyperlink on the top right-hand side of your screen or the "Financials Self Service" tile on the left-hand side of your screen.



Navigation: NavBar > Navigator > Accounts Payable > Vouchers > Add/Update > Quick Invoice Entry

The Quick Invoice Entry Page Displays

The required fields are outlined below in red.

Quick Invoice Entry

Find an Existing Value **Add a New Value**

Business Unit WA260
Voucher ID NEXT
Supplier Name
Short Supplier Name
Supplier ID
Invoice Number
Invoice Date
Gross Invoice Amount 0.00
Estimated No. of Invoice Lines 4
Estimated No. of Distributions 1
Freight Amount 0.00
Sales Tax Amount 0.00
Entered VAT Amount 0.00
Misc Charge Amount 0.00
Transaction Currency USD
Origin
Quick Invoice Template **Complete**
Voucher Style Regular
PO Business Unit WA260
PO Number
No matching values were found.

Add

Find an Existing Value | Add a New Value

1. Ensure that “WA260” automatically populated into the **Business Unit** field, and “NEXT” automatically populated into the **Voucher ID** field.
2. In the **Quick Invoice Template** field, select, “**Complete**” from the drop-down menu.
3. In the **PO Business Unit** field, “WA260.”
4. In the **PO Number** field, search for and select the PO that you are entering a Quick Invoice for.
5. Select “**Add**”.
6. The **Quick Invoice** page displays. The required fields are noted in red below:

Employee Self Service Quick Invoice

Business Unit WA260
Voucher NEXT
Voucher Style Regular

Invoice Number
Invoice Date
Accounting Date
Prepaid Ref
Invoice Received

Calculate
Print Invoice
Edit Combinations

Supplier
Location

Invoice Address
Remitting Addr

Mallory Paint Store Inc

Attachments (0)
Comments (0)

Line Amount 0.00
Misc Amt 0.00
Freight 0.00
Sales Tax 0.00
VAT Amt 0.00
Total

Difference 0.00

Control Group
Terms 30
Currency USD
VAT Treatment Group
Tax Exempt

Payments
Session Defaults
Override Session Default

Copy From Source Document
PO Unit WA260
PO Number 0000000004
Copy PO
Copy From None
Go

7. In the **Invoice Number** field, enter the invoice number exactly as it is written on the invoice.
8. In the **Invoice Date** field, enter the actual invoice date.
9. In the **Location** field, use the lookup to select **260**.
10. Use the **Attachments** hyperlink to attach the invoice file. (PDF or other file type)
11. Use the **Comments** hyperlink to leave a comment of **“Ok to pay”**.
 - a. This lets the Accounts Payable team know that they can pay this invoice.
12. Invoice Amount: If the invoice is less than the amount listed (Usually on open PO’s this is the case), you will need to update the amount in three places.
 - a. In the amount summary section, change the **Total** to the invoice amount.

Line Amount	0.00
Misc Amt	0.00
Freight	0.00
Sales Tax	0.00
VAT Amt	0.00
Total	xxx
Difference	0.00

- b. In the **Invoice Lines** section at the bottom of the screen, change the **Merchandise Amount** to the invoice total.

Voucher Line Number	SpeedChart	Distribute By	Item ID	Quantity Vouchered	UOM	Unit Price	Merchandise Amount	Procurement Group ID	Description	Distribution	UPN
1		Amt	145-45	1.0000	EA	2708.45	xxx		Paint and Varnish	Distribution	UPN

- c. Click the **Distribution** button, and, again, change the **Merchandise Amt** field to the invoice total. While in the Distribution Lines section, check the chartfields and Asset Profile if applicable.

Distribution Lines

Business Unit	WA260	Voucher ID	NEXT	Voucher Line	1	
Dist By	Item ID	Quantity	UOM	Unit Price	Description	Merchandise Amount
Amt	145-45	1.0000	EA	2708.45000	Paint and Varnish	20.00

Copy Down	Line #	Quantity	Merchandise Amt	GL Unit	Account	Operating Unit	Fund Code	Appropriation Index	Dept
<input type="checkbox"/>	1	1.0000		WA260	5030010	7260	149		20590

- d. Click the **OK** button. This will return you to the Quick Invoice Entry page.

13. In the top right corner, click the **Calculate** button. This ensures amounts are balanced.
14. Beneath the calculate button, click the **Edit Combinations** button. This ensures that the chartfields are valid.
15. You can use the **Print Invoice** button to print an invoice if you would like. This is optional.
16. At the bottom of the page, select **Save** and note the given Voucher Number.
17. Process Complete.

Note: As with “Simple” Quick Invoices, you only have until 8:00PM of the day of entry to make changes or delete. During the automated nightly process, this Quick Invoice is transferred to Accounts Payable and is no longer accessible via the Quick Invoice screen.